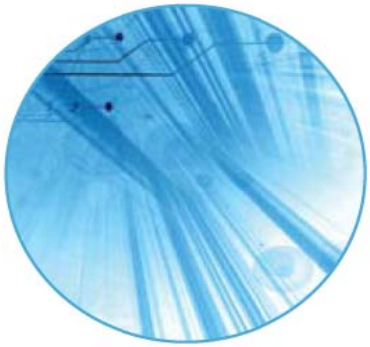
Progress Towards the Profile (PTP) v2.1



Installation

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IMPORTANT

SCHOOLS USING VERSION 1.1 OF PTP **SHOULD NOT** ATTEMPT TO DO THIS UPGRADE.

PLEASE LOG A CALL WITH THE SERVICE DESK ON 0121 303 5100

eSafety Notice

All staff should be aware that this software contains sensitive, personal information as defined under the Data Protection Act 1988. As such, it is the responsibility of the school to ensure that it is used appropriately and reasonable steps are taken to ensure both the security of, and access to, the information stored. This should include encrypting the computer or laptop that holds the software and any removable media that is used to transfer information as well as limiting access to the information to those people who have a legitimate need.

Further information on the Data Protection Act for schools is available at:

http://inline.birmingham.gov.uk/data-protect

Further information about suitable encryption software can be obtained from the Link2ICT Service Desk on 0121 303 5100.

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Introduction

IMPORTANT

SCHOOLS USING VERSION 1.1 OF PTP **SHOULD NOT** ATTEMPT TO DO THIS UPGRADE.

PLEASE LOG A CALL WITH THE SERVICE DESK ON 0121 303 5100

Following the notes in this booklet will enable you to install the new **Progress Towards the Profile (PTP) V2.1** of the software and get your children's details into it.

If you have an existing version of the software on your computer the notes will cover how to upgrade it and import pupil details from your MIS. You should make sure that all copies of the PTP are upgraded within your setting.

The PTP Software is a revised version of eProfile which has been written by the same software producer to a specification devised by Birmingham LA.

Please note that some of the references in this document refer to reports that may already exist on your Management Information System.

You are advised to print out a copy of the User Manual in order to help you use this new version. Instructions for printing the User Manual are included in Appendix 3.

What you need to do next

I already have a version of the software on my computer:

- Check what version of the software you currently have installed on all workstations
- Uninstall the current software
- Download and install the new PTP (v2.1) software

I haven't used the PTP software before and it isn't on my computer:

- Download and install the new PTP (v2.1) software

In addition after installing the software you may need to:

- Type in some details about your setting such as name and URN/DCSF number
- Enter the children's details for your current nursery 2010 cohort if you are using the software for the first time or haven't imported them from an earlier backup. Enter the details by typing them in or import all the details in one go from SIMS.net or Facility

For detailed instructions on how to perform these tasks please see the corresponding section in these notes.

Warning:

You should ensure that **all copies** of the PTP software are upgraded within your setting e.g. if you use the software in the classroom and sometimes transfer assessments to an office computer you should make sure both versions are upgraded to version 2.1 of the software. If this isn't done it can cause problems in the future if you attempt to move assessments between computers and you may lose work or corrupt data.

Attempting to import version 1.1 data into version 2.1 will corrupt the data. If you are on version 1.1 DO NOT attempt to upgrade PTP, log a call with the Service Desk on 0121 303 5100.

The software requires each pupil to have a Unique Pupil Number (UPN). **Children's Centres and Community Day Nurseries** who do not allocate UPNs should contact the Assessment Unit for help.

What version of PTP do I have?

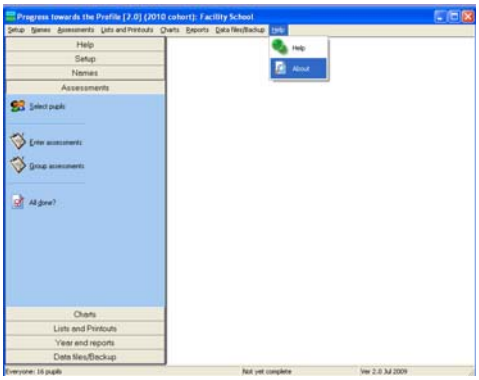
You need to ensure that you are version 2 of the PTP software. If you are on an older version 1.1 for example then **you should not attempt to do this upgrade** as it could cause data corruption.

If you are not on version 2 of the software you need to log a call with the Service desk on 0121 303 5100 and await further instructions.

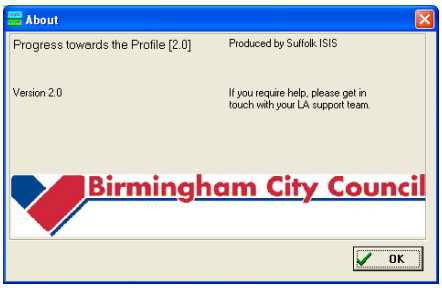
How to check what version of PTP is installed on your workstation.

- Log in to PTP as normal.

- Click on **Help** and **About.**



- The following window will appear, at the top right hand side it will say what version of the software you have installed.


About
Progress towards the Profile [2.0]
Produced by Suffolk ISIS
Version 2.0
If you require help, please get in touch with your LA support team.
Birmingham City Council
OK

- Click **OK**

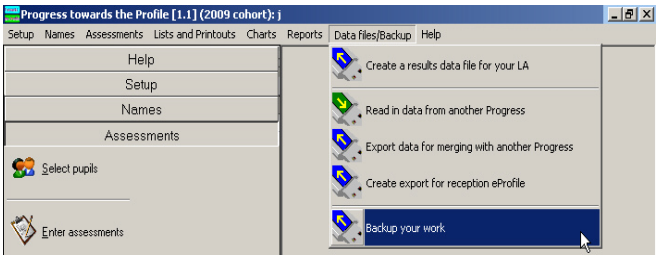
Making a backup of your existing work

You should make a back up of your data before installing the new version of the software.

If you haven't entered assessments for your current 2010 in the existing PTP software then ignore this section and refer to ‘Downloading and Installing the PTP software’.

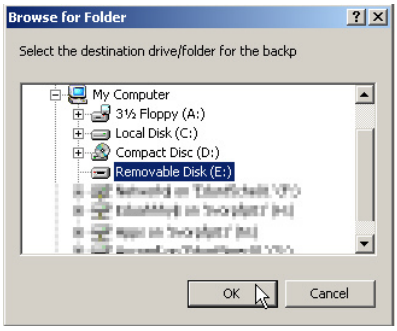
The PTP software allows you to create backups to a location of your choice e.g. your work folder or a USB stick. You will need to back up the assessments for each year that you want to move to the new software.

- Open the existing PTP software on your computer, selecting the **2010** cohort



- Select **Data files/Backup then Backup your work**

- Browse to your chosen save location (eg your work folder or USB stick), click on it to highlight, and then click **OK.**



- This will create a folder called "**BACKUP2010_01MAR2010**" that contains your **2010** work.

- If you have older data you would like to backup, then close the software, choose a different cohort and do a further backup.

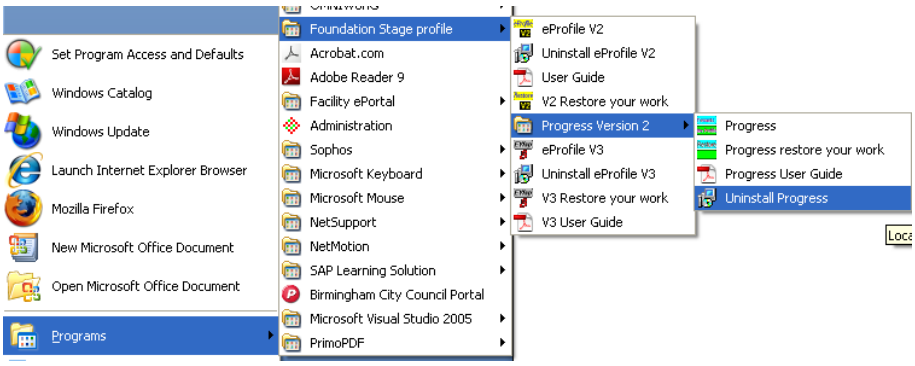
Uninstalling the current software

If you have an existing copy of the Progress Towards the Profile software on your computer you should uninstall it by following the steps below. Make sure you have taken backups of your work as discussed in 'Making a backup of your existing work to move to the new software'.

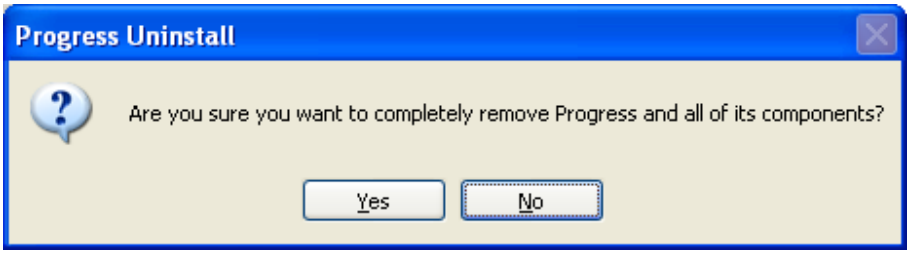
- Close down PTP if it is open on your computer.

- **O**n your computer click **Start / Programs / Foundation Stage Profile / Progress Version 2 / Uninstall Progress**

- Click **Uninstall Progress.**



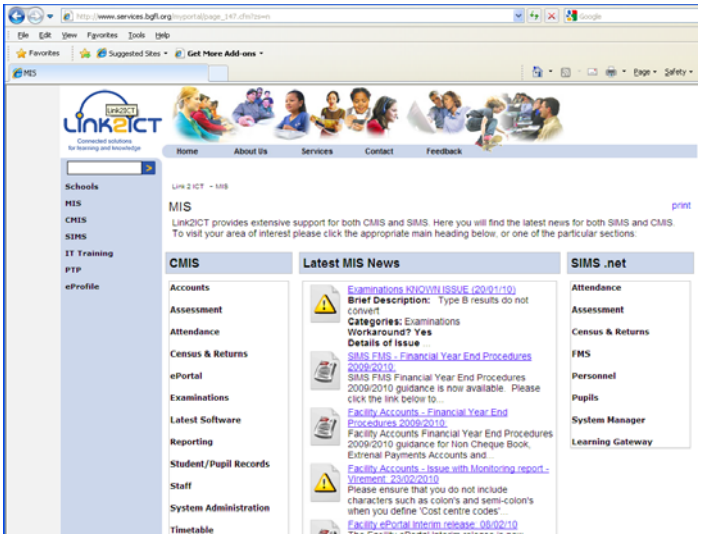
- Click **Yes** when asked if you are sure you want to remove the software.



- Wait for the process to finish and click **OK**.

Downloading and Installing PTP Software

- Using Internet Explorer (or another web browser) go to **www.link2ict.org** and then navigate to **Schools, MIS.**



- From the menu on the left, click **PTP** and then **click on the link to the latest version of the PTP software (v2.1) under Documents and Files.**

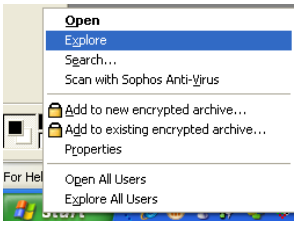
- **Right click on the text** and select '**Save Target As'**

- In the **Save As** dialogue box select the **C:\Downloads folder** on your computer.

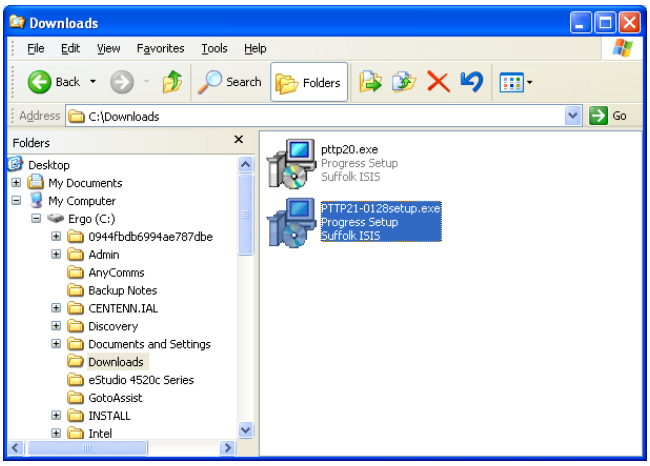
  If you do not have a Downloads folder, right click anywhere in the window and select **New** from the dropdown menu, click on yellow folder. Name the folder **Downloads**. Double click on this new folder name.

- Click on **Save**. A File Download window will appear that will indicate the progress of the download.

- Right-click on the **Start** button at the bottom of your screen. Click on **Explore**.

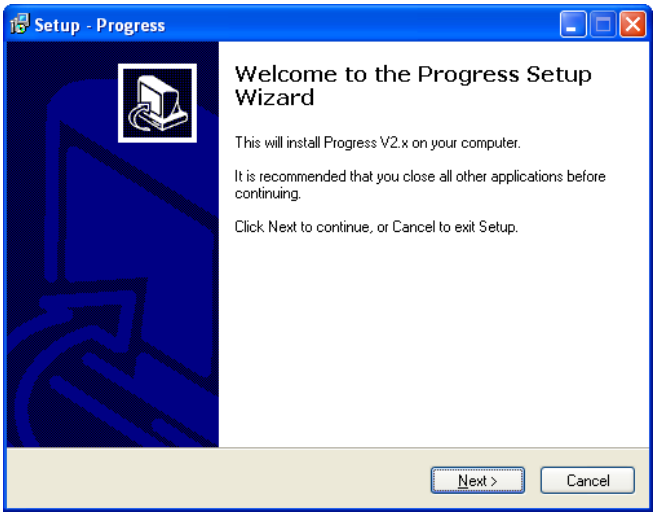


- Find and open the **C:\Downloads** folder into which you saved the program



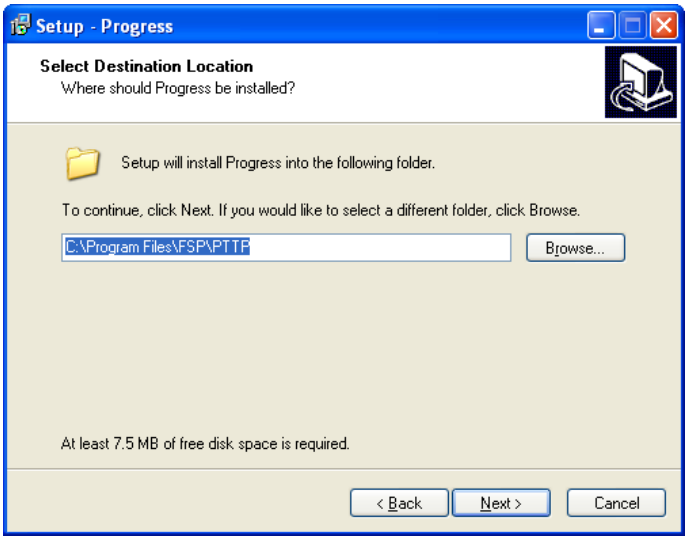
- Double click on the file **PTTP21.exe**.

- This will start the installation process.


Setup - Progress
Welcome to the Progress Setup Wizard
This will install Progress V2.x on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

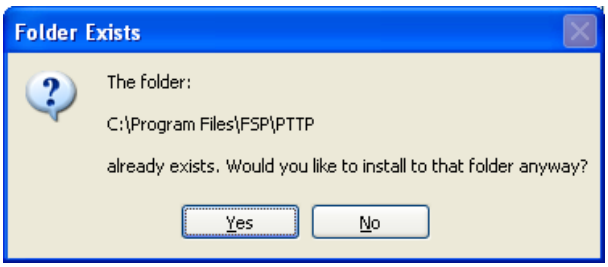
- Click on **Next**

- The **Select Destination Location** window appears.


Setup - Progress
Select Destination Location
Where should Progress be installed?
Setup will install Progress into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\FSP\PTTP
Browse...
At least 7.5 MB of free disk space is required.
< Back
Next >
Cancel

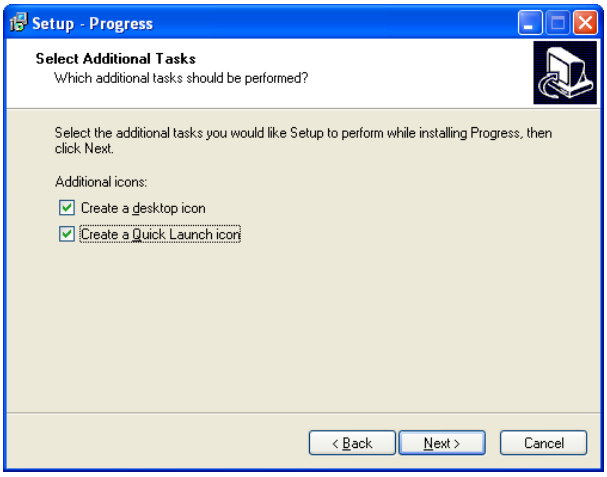
- The window shows the default installation folder. **Do not change the default path**, but just click on **Next.**

- **If you received a message that a folder already exists, click yes to install to the folder anyway.**



Please note that this software should be installed on a LOCAL drive and NOT a NETWORK drive.

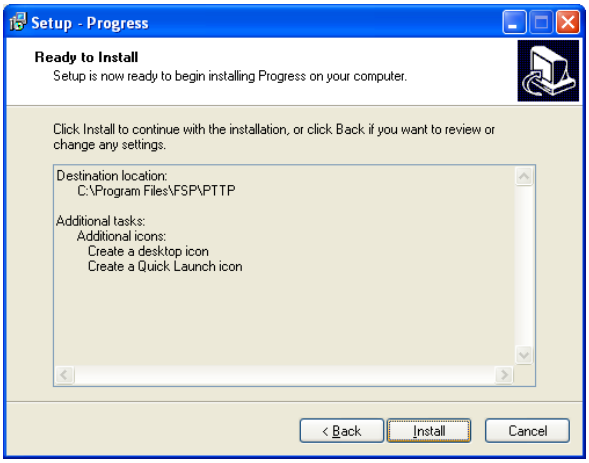
- The next window is **Select Additional Tasks**.


Setup - Progress
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Progress, then click Next.
Additional icons:
Create a desktop icon
Create a Quick Launch icon
< Back
Next >
Cancel

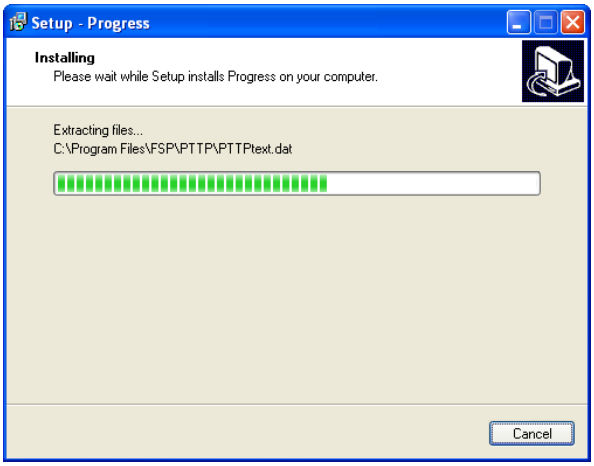
- Here you are asked if you want to create a Desktop icon and Quick Launch Icon. **Ensure both checkboxes are ticked.** The **Quick Launch Icon** will be placed on the taskbar at the bottom of the desktop and means the icon will be visible at all times.

- Click **Next**

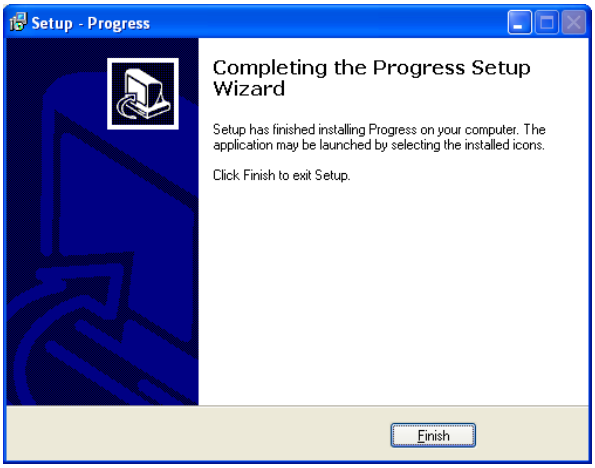
- Ready to Install


Setup - Progress
Ready to Install
Setup is now ready to begin installing Progress on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\FSP\PTTP
Additional tasks:
Additional icons:
Create a desktop icon
Create a Quick Launch icon
< Back
Install
Cancel

- Click **Install**



- When the installation process has been completed. Click on **Finish**.


Setup - Progress
Completing the Progress Setup Wizard
Setup has finished installing Progress on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Finish

Importing your assessments

If you have used version 2.0 previously then you will not need to import your existing assessments into version 2.1, as the software will import / update them automatically when you choose to work with a particular cohort for the first time.

Using the software for the first time

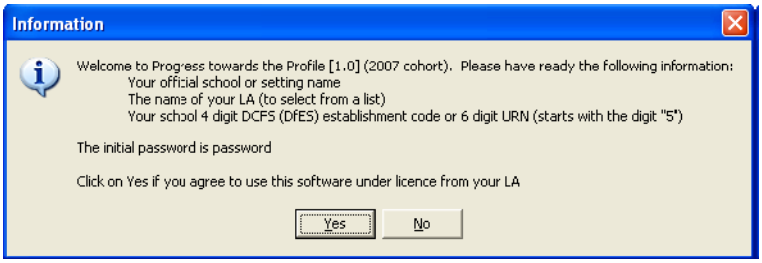
When you use the PTP software for the first time you will be asked for some details about your setting.

You may see a warning before the software updates the assessments, simply click Yes to update and then click OK.

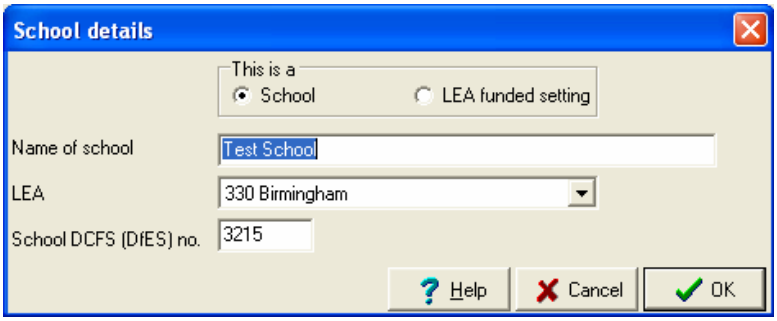
If you have imported assessments from an earlier copy of the PTP you may not need to enter these details again.

The settings you enter can be easily changed at any time within the software.

- You may get a welcome message shown here


Information
Welcome to Progress towards the Profile [1.0] (2007 cohort). Please have ready the following information:
Your official school or setting name
The name of your LA (to select from a list)
Your school 4 digit DCFS (DfES) establishment code or 6 digit URN (starts with the digit "5")
The initial password is password
Click on Yes if you agree to use this software under licence from your LA
Yes
No

- Click on '**Yes**' to use the software. You will then be prompted to enter your correct school name, LA name and 4digit DCSF number.



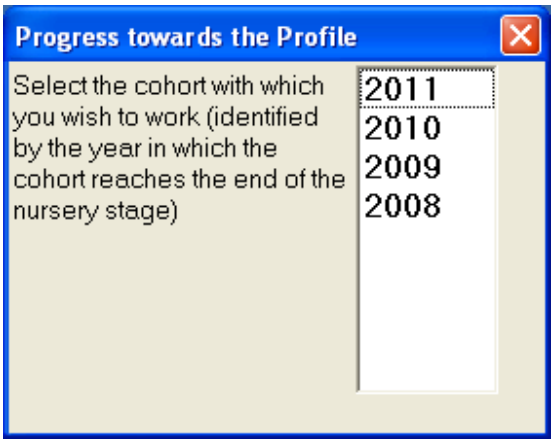
- Please ensure that School is selected and then enter the details required.

- You will be prompted for the password.

- The default password is '**password**'

- You will then need to select the correct cohort.

  In the Academic Year 2009/2010 please select 2010


Progress towards the Profile
Select the cohort with which you wish to work (identified by the year in which the cohort reaches the end of the nursery stage)
2011
2010
2009
2008

- You now ready to add the nursery children into PTP; these can be directly entered into PTP or imported from your MIS by following the notes for either Facility or SIMS.net.

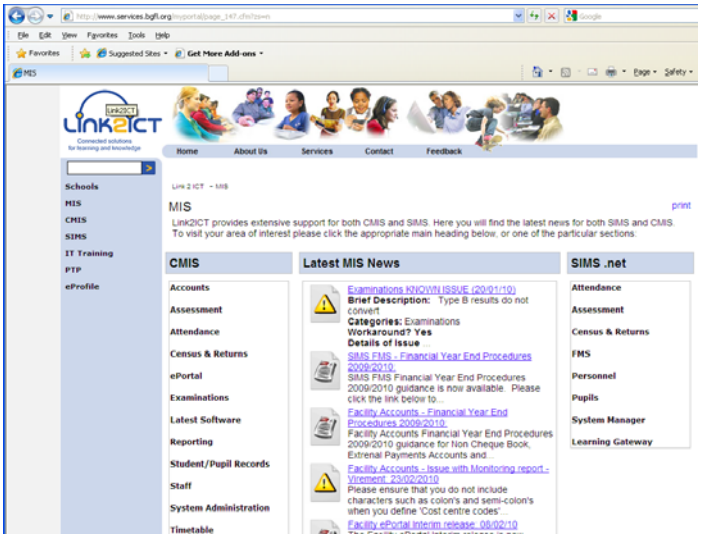
Using PTP with SIMS.net Management Information System

If you have upgraded from an earlier copy of the PTP, which you have already imported pupil details into you do not need to re-import their details.

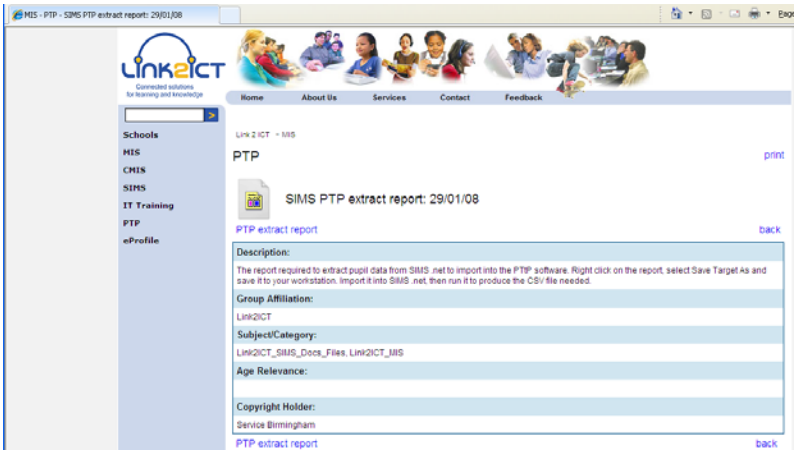
If you are using **SIMS .net** you should already have the extract report on your system which you will need to run to extract pupil details from SIMS .net, if you do not have the report. **PTP Pupil Extract 2007** it is available to download from the bgfl by clicking on the link SIMS PTP extract report: 29/01/08 to display the details.

Or

- Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to Schools, MIS.



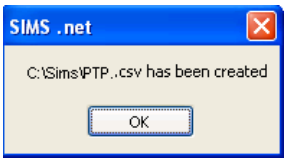
- From the menu on the left, click **PTP** and then **click on the link to SIMS.net PTP extract report: 29/01/08 under Documents and Files.**



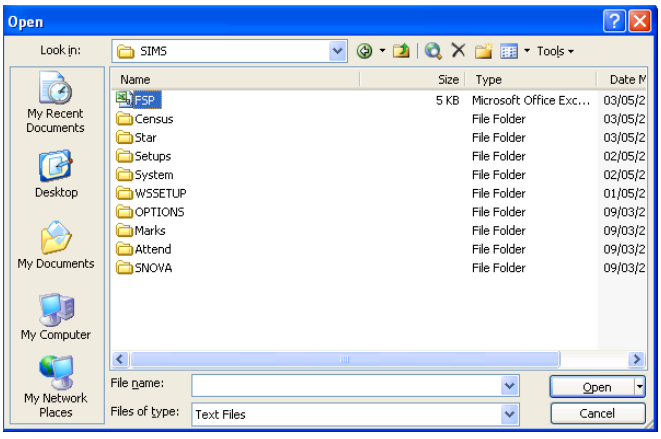
- Right click on the text **PTP Extract Report** and select '**Save Target as'**

- **Navigate to C:\Program Files \SIMS\SIMS.net**
- Click **Save.**
- The file is called **PTPPupilExtract2007.RptDef.**
- Before extracting any data form SIMS.net it is necessary to check that **ALL** pupils have a UPN.
- To extract pupil data from SIMS.net it is necessary to import this report (if you do not already have it) into SIMS.net. This report should be imported into SIMS. net using the guidance notes in Appendix 1.
- Once the report is available in SIMS.net it should be run.
- Click on **Reports**

- Double click on **Focus,** Double click on **Student.**
- Scroll down until you find the report called **PTP Pupil Extract 2007.**
- Double click on the report name and the report will run automatically.
- When the report has produced the output file you will see a success message.

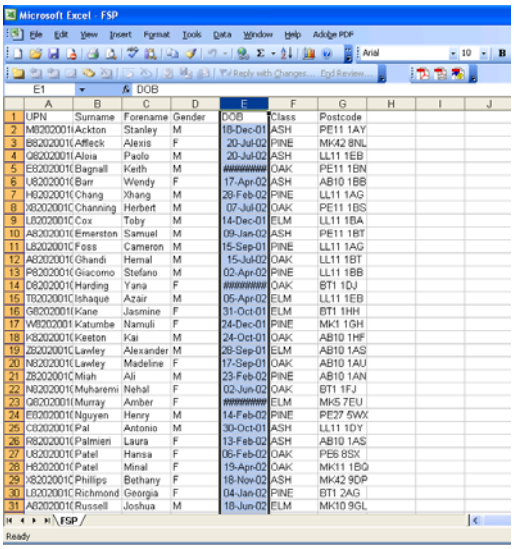


- The data produced should be exported into a file called **C:\SIMS|PTP.csv.** This is a text file, but the CSV extension means that data items are separated by commas.
- Click **OK.**
- Unfortunately the format of the date of birth as extracted by SIMS.net is not the right format for the PTP software so it is necessary to modify the format as follows:
- Load **Microsoft Excel.**
- Load the data file you have just saved (**C:\SIMS|PTP.csv.**). In order to enable the file to display in the list of files you will need to change the file of type at the bottom of the dialogue box to text files.



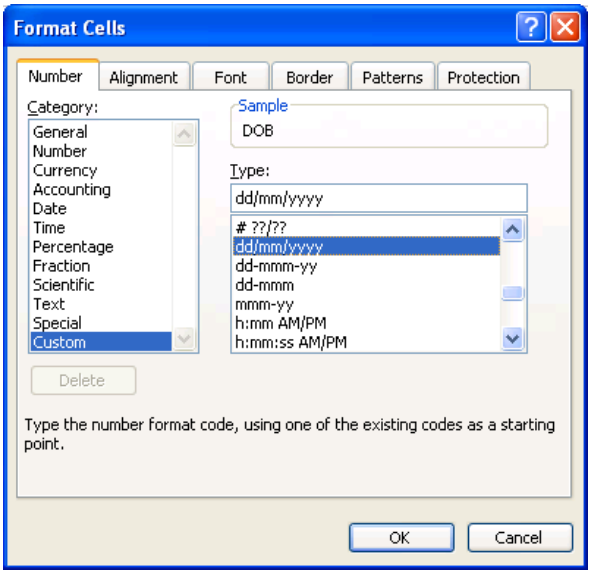
- Highlight **PTP** and click **Open**

- Click on the **E** at the top of the **DOB column**. The whole column should then be highlighted.



- Move the **cursor** over the highlighted column and the **cursor** should change to a white cross.

- **Right click** anywhere in the highlighted column and select **Format Cells.**



- Click on **Custom.** In the **Type column** find the format **dd/mm/yyyy** and highlight this setting. If this format does not exist type in **dd/mm/yyyy** in the editing box which is located immediately under the heading Type.

- Click on **OK**

- Click on **File**
- Click on **Exit**
- You will be asked if you want to save the changes you have made. Click on **Yes.**
- Do not change the file location, just click on **Save.**
- When asked if you want to replace the existing file, click on **Yes.**
- A pop-up window warns about compatibility issues, just click on **Yes**.

PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM SIMS.net IF YOU CURRENTLY STORE THE DETAILS OF YOUR NURSERY PUPILS IN THE SYSTEM.

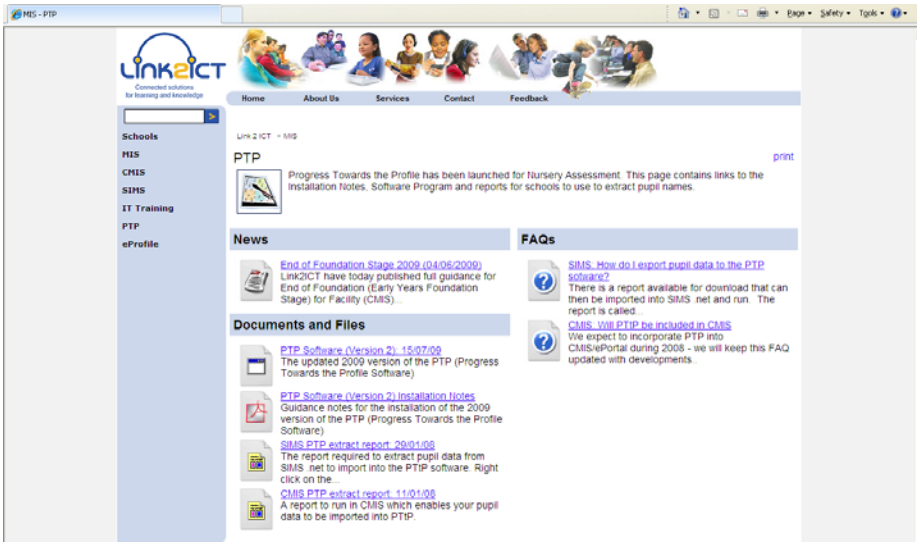
Using PTP with Facility (CMIS) Management Information System

If you have upgraded from an earlier copy of the PTP, which you have already imported pupil details into you do not need to re-import their details.

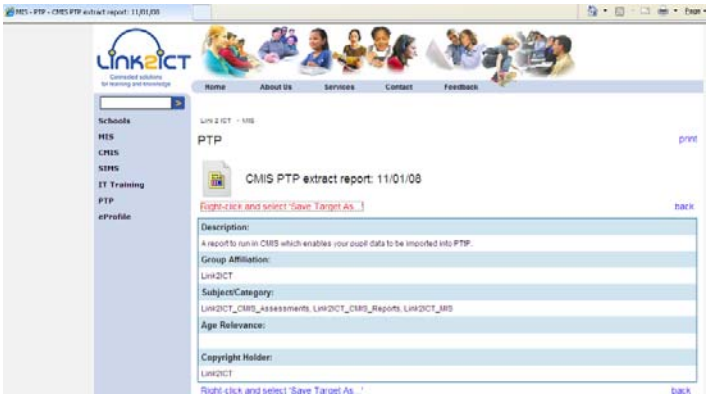
If you are using **Facility** you should already have the extract report on your system which you will need to run to extract pupil details from Facility, if you do not have the report. **PTP Pupil Extract 2007** it is available to download from the bgfl by clicking on the link CMIS PTP Extract Report: 11/01/2008

Or

- Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to Schools, MIS.

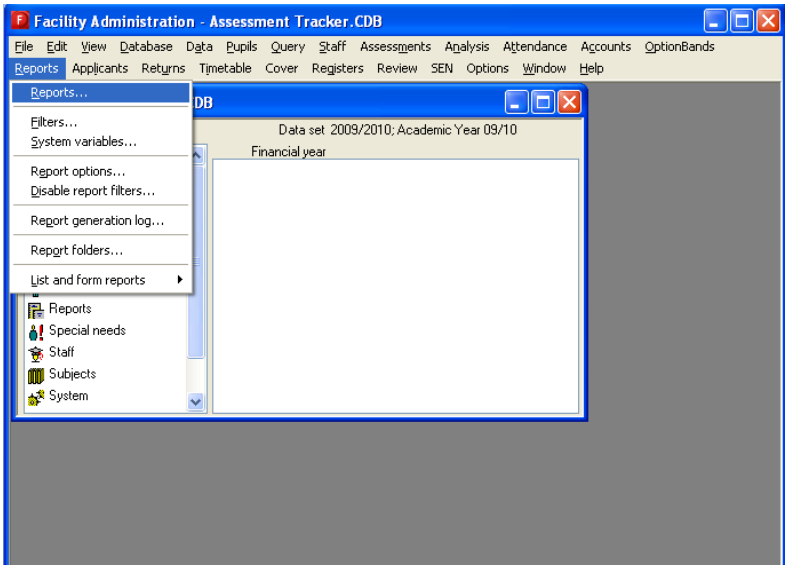


- From the menu on the left, click **PTP** and then **click on the link to CMIS PTP extract report: 11/01/08 under Documents and Files.**

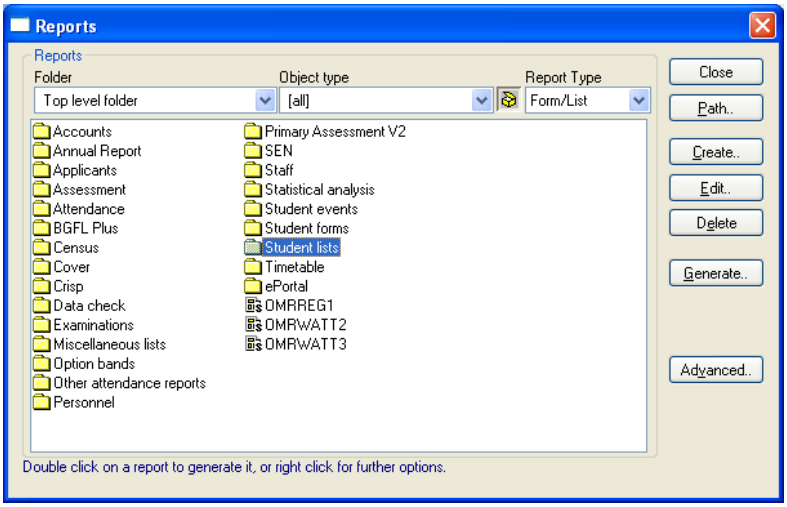


- Right click on the text and select '**Save Target as**'

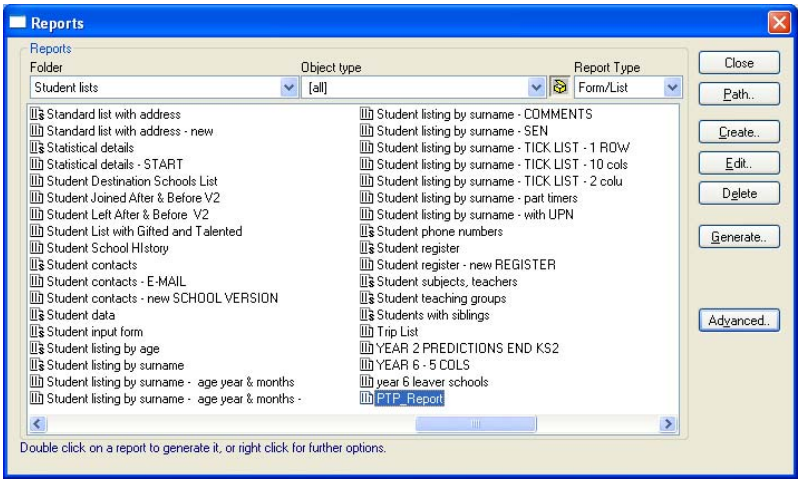
- **Navigate to C:\Admin**
- Click **Save.**
- The file is called **PTP_Data.rp**
- Before extracting any data from **Facility** it is necessary to check that **ALL** pupils have a **UPN.**
- To extract pupil data from **Facility** it is necessary to import this report (if you do not already have it) into **Facility**. This report should be imported into **Facility** using the guidance notes in Appendix 2.
- Log into **Facility** once the report is available or has been imported.
- Click on **Reports/ Reports**



- In the window that opens double click on the yellow folder called **Student Lists**.

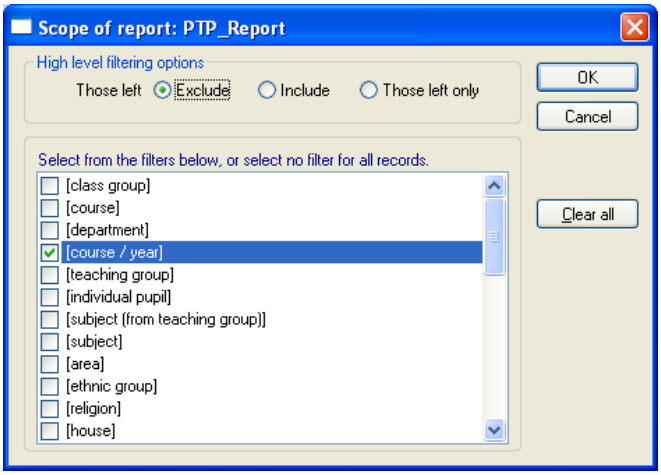


- This is the folder where the report you have imported is stored. The report is called **PTP_Report**


Reports
Reports
Folder
Object type
Report Type
Student lists
[all]
Form/List
Standard list with address
Standard list with address - new
Statistical details
Statistical details - START
Student Destination Schools List
Student Joined After & Before V2
Student Left After & Before V2
Student List with Gifted and Talented
Student School HIstory
Student contacts
Student contacts - E-MAIL
Student contacts - new SCHOOL VERSION
Student data
Student input form
Student listing by age
Student listing by surname
Student listing by surname - age year & months
Student listing by surname - age year & months -
Student listing by surname - COMMENTS
Student listing by surname - SEN
Student listing by surname - TICK LIST - 1 ROW
Student listing by surname - TICK LIST - 10 cols
Student listing by surname - TICK LIST - 2 colu
Student listing by surname - part timers
Student listing by surname - with UPN
Student phone numbers
Student register
Student register - new REGISTER
Student subjects, teachers
Student teaching groups
Students with siblings
Trip List
YEAR 2 PREDICTIONS END KS2
YEAR 6 - 5 COLS
year 6 leaver schools
PTP_Report
Close
Path..
Create..
Edit..
Delete
Generate..
Advanced..
Double click on a report to generate it, or right click for further options.

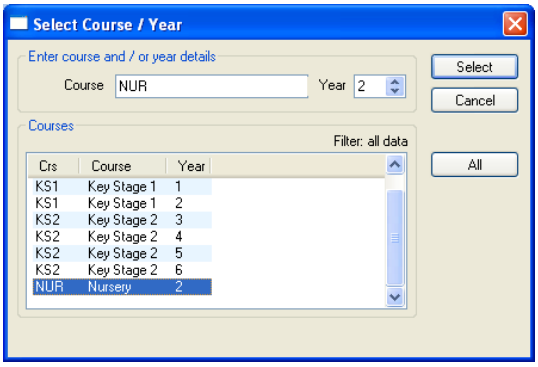
- Highlight the report and click on **Generate**

- When the Scope of Report window appears click on the tick box next to **Course / Year.** Ensure that **Exclude Those left** is selected if this option appears at the top of the window.



- Click **OK**

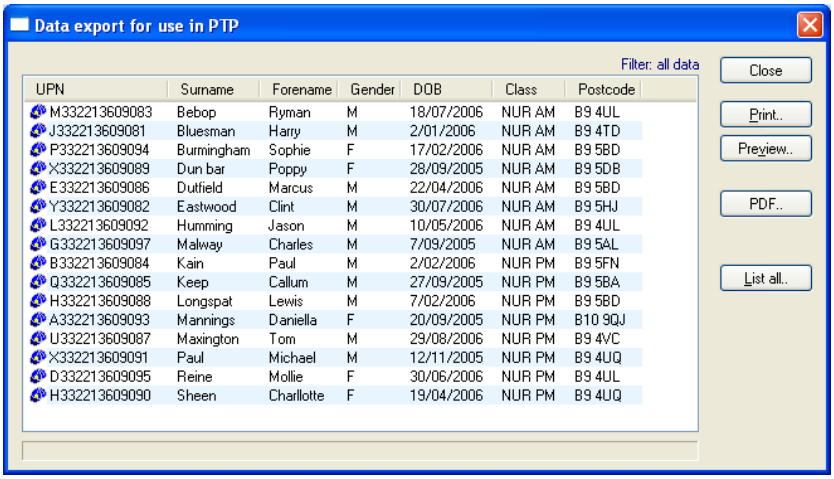
- From the **Select Course / Year** window choose **Nursery.**



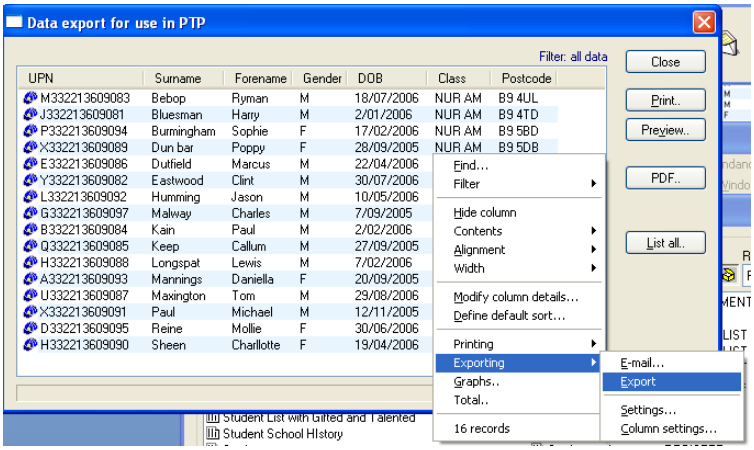
- Click **Select**

- Click **OK**

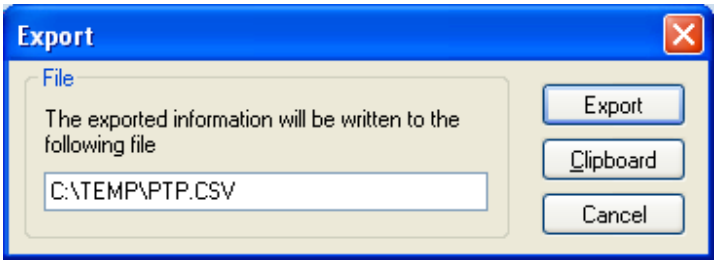
- The list of pupils in **Nursery stage** will appear on the screen in class order. Check that every pupil has a complete set of data, including UPN **before** exporting their data.


Data export for use in PTP
Filter: all data
Close
Print..
Preview..
PDF..
List all..
UPN Surname Forename Gender DOB Class Postcode
M332213609083 Bebop Ryman M 18/07/2006 NUR AM B9 4UL
J332213609081 Bluesman Harry M 2/01/2006 NUR AM B9 4TD
P332213609094 Burmingham Sophie F 17/02/2006 NUR AM B9 5BD
X332213609089 Dun bar Poppy F 28/09/2005 NUR AM B9 5DB
E332213609086 Dutfield Marcus M 22/04/2006 NUR AM B9 5BD
Y332213609082 Eastwood Clint M 30/07/2006 NUR AM B9 5HJ
L332213609092 Humming Jason M 10/05/2006 NUR AM B9 4UL
G332213609097 Malway Charles M 7/09/2005 NUR AM B9 5AL
B332213609084 Kain Paul M 2/02/2006 NUR PM B9 5FN
Q332213609085 Keep Callum M 27/09/2005 NUR PM B9 5BA
H332213609088 Longspat Lewis M 7/02/2006 NUR PM B9 5BD
A332213609093 Mannings Daniella F 20/09/2005 NUR PM B10 9QJ
U332213609087 Maxington Tom M 29/08/2006 NUR PM B9 4VC
X332213609091 Paul Michael M 12/11/2005 NUR PM B9 4UQ
D332213609095 Reine Mollie F 30/06/2006 NUR PM B9 4UL
H332213609090 Sheen Charllotte F 19/04/2006 NUR PM B9 4UQ

- If all of the data is correct then **right click** anywhere in the list window and select **Exporting / Export** from the menu.



- In the empty box type in **C:\TEMP\PTP.CSV**



- Click **Export.**
- Click **Close.**
- Click **Close.**

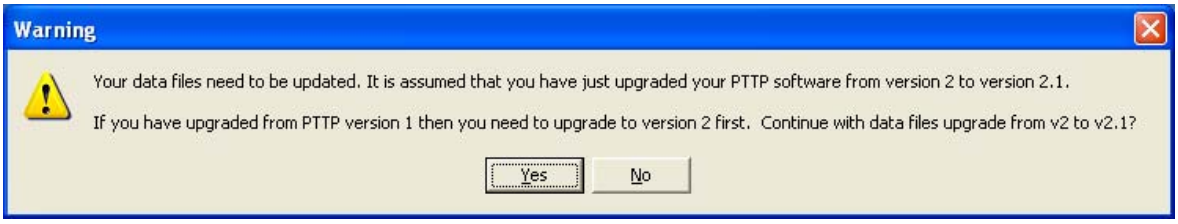
PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM FACILITY IF YOU CURRENTLY STORE THE DETAILS OF YOUR NURSERY PUPILS IN THE SYSTEM.

Importing Extracted Pupil Data into PTP

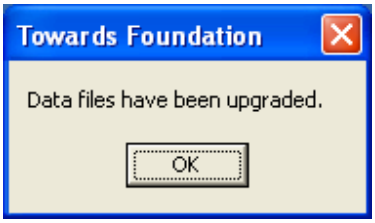
Now that the required data has been exported from SIMS.net or Facility and saved into the file PTP.csv it can be imported into the PTP software.

- From the desktop either click once on the PTP icon on the quick launch taskbar at the bottom of the screen or double-click on the PTP icon on the desktop.

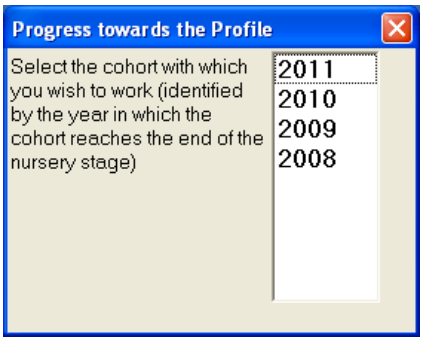
- Click **Yes**


Warning
Your data files need to be updated. It is assumed that you have just upgraded your PTTP software from version 2 to version 2.1.
If you have upgraded from PTTP version 1 then you need to upgrade to version 2 first. Continue with data files upgrade from v2 to v2.1?
Yes
No

- Click **OK**

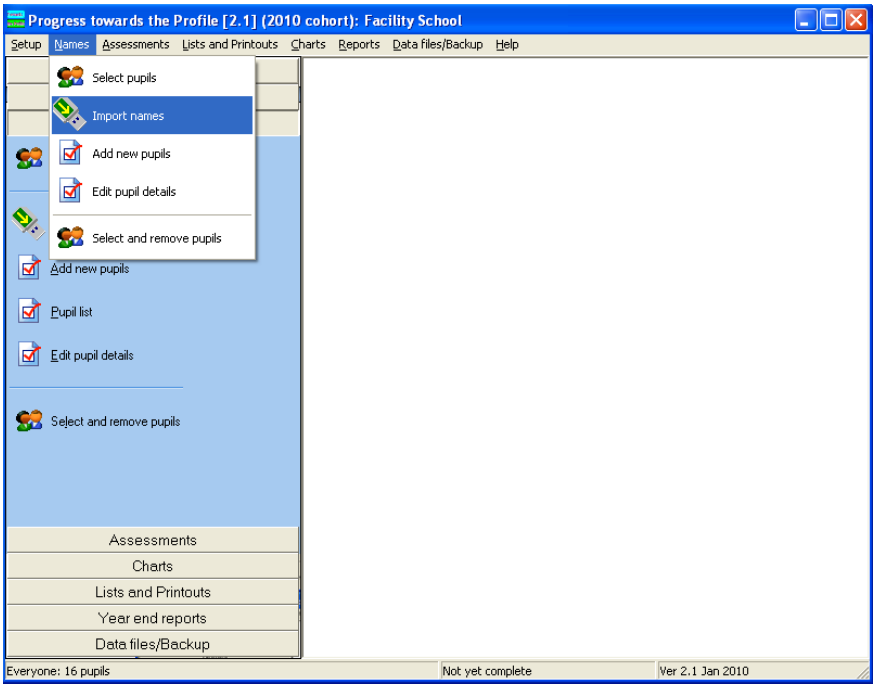


- Select **2010** from the cohort list.

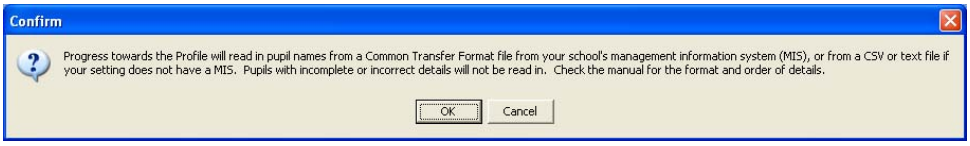

Progress towards the Profile
Select the cohort with which you wish to work (identified by the year in which the cohort reaches the end of the nursery stage)
2011
2010
2009
2008

- Enter the password and click on **Enter**. If you make a mistake whilst entering the password, but fail to correct the error and click on Enter, the program will stop running and drop back to the desktop.

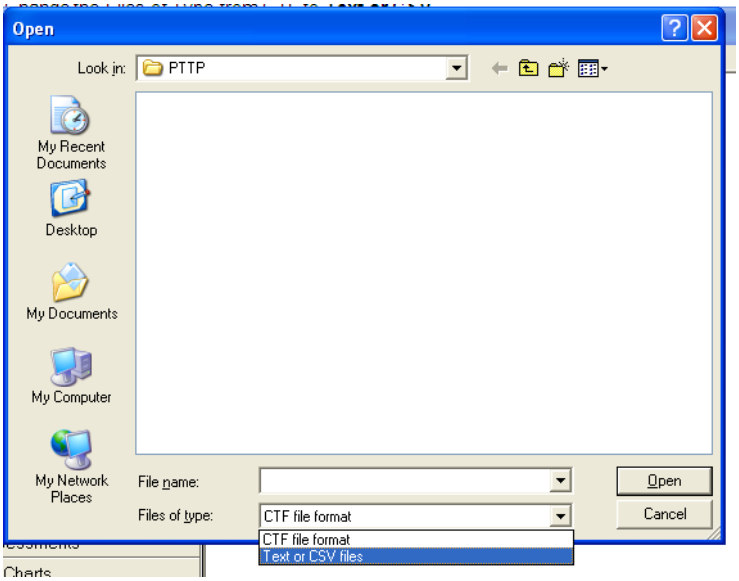
- Click on **Names** on the left-hand side of the screen.



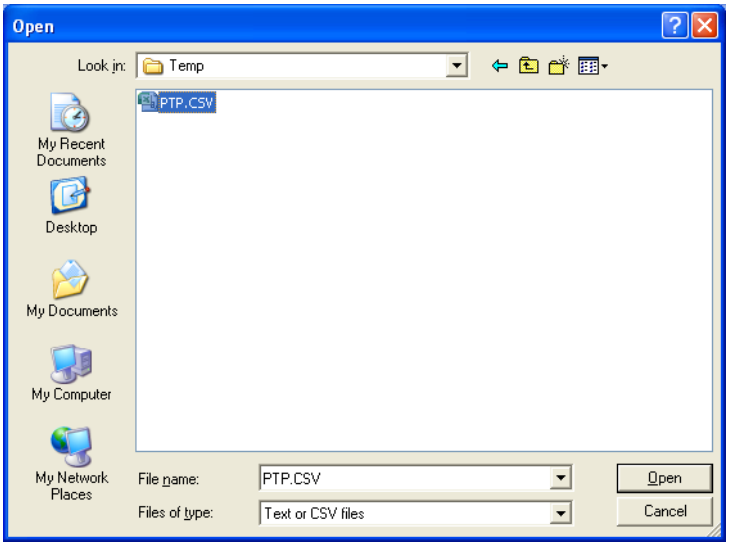
- Click on **Import Names** from the menu list that appears, then **OK** on the pop-up window that appears.


Confirm
Progress towards the Profile will read in pupil names from a Common Transfer Format file from your school's management information system (MIS), or from a CSV or text file if your setting does not have a MIS. Pupils with incomplete or incorrect details will not be read in. Check the manual for the format and order of details.
OK
Cancel

- Change the Files of Type from CTF to **Text or CSV**.

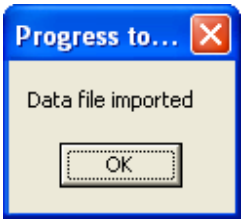


- **Browse** through the folders to the location you used to store the **ptp.csv file** you have created. **C:\TEMP\PTP.CSV for Facility and C:\SIMS|PTP.csv. for SIMS.net** .

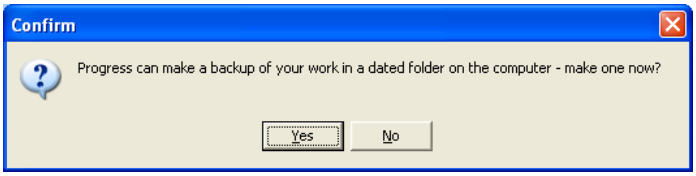


- Highlight the file name and click on **Open**.

- Click **OK** to message to say that the data has been imported correctly. To check data, select Edit Pupil Details from the menu on the left. This will enable you to go through each pupil and check that the data is correct, as well as assign any groupings you want to use in the Groups options.



- If you close the software down it will ask if you want to make a backup. It is advisable to do so. It will not overwrite the previous backup taken today as you will be using a different cohort.



Appendix 1

Importing a Report into SIMS.net

- Select **Reports** then **Import** to open the Import report(s) dialogue.
- Click the **Open** button to open the Select the report file to Import dialogue.
- Navigate to the folder containing the file called **PTP Pupil Extract 2007**. This should be in **C:\Program Files \SIMS\SIMS.net**
- Click the **Open** button to return to the Import report(s) dialogue.
- The status of the selected report should be **pending** and there should be a tick in the checkbox.
- Click the **Import** button to complete the import process.
- When the status changes to **imported** click the **Close** button.

Appendix 2

Importing a Report into Facility

- Before starting the import procedure ensure that you have sufficient access rights to enable you to carry out the report import process.
- Click on **Reports** on the top menu bar.
- Click on **Reports** from the drop-down menu.
- In the window that opens double click on the yellow folder called **Student Lists** (or pupil lists in some schools).
- Click on the **Advanced** button.
- Click on **Import**.
- When asked if you want to import into the current folder select **Yes**.
- Navigate to the folder where the report file **PTP_Data.rp** is located **(C:\Admin).**
- Highlight the file name (**PTP_Data.rp)** and click on **Open**.
- The new report **(PTP_Report)** for PTP Import will initially appear at the end of the list.

Appendix 3

Printing the User Manual

You will need to have Adobe Acrobat Reader installed on the computer before you can access the PTP Manual. If you do not have Adobe Acrobat Reader installed you can download it using the internet from http://www.adobe.com/products/acrobat/readstep2.html and then install from the downloaded program file.

- To print the manual that comes with the PTP software **click** on
- **Start > Programs > Foundation Stage Profile > Progress Version 2.1 > Progress User Guide**
- When the guide opens you can click **print.**

Contacts

For technical installation queries and assistance

Please contact the Link2ICT Service desk:

Telephone: 0121 303 5100
Fax: 0121 303 3552

For assistance on using PTP

Please contact the Assessment Unit:

Telephone: 0121 303 8837